



APPLICATION TO CONVERT AN INITIAL ADMINISTRATOR LICENSE TO A PROFESSIONAL ADMINISTRATOR LICENSE

Board of Educational Examiners
Use Only

Revised 4/08

INSTRUCTIONS: (Incomplete applications may be returned.)

1. The application must include a completed application, \$85 nonrefundable application fee, and applicable late fees.
2. Send all materials and check or money order (made payable to the Board of Educational Examiners) to the **Board of Educational Examiners, Licensure, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-0147.**
3. **LATE RENEWAL FEE.** An additional fee of \$25 per calendar month, not to exceed \$150, shall be imposed if a renewal application is submitted after the expiration date.
4. Please allow four weeks for processing.

FYI – If you have completed any college credit or AEA licensure renewal credit prior to the issue date of the Professional Administrator License these hours may not be used to renew the Professional Administrator License.

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Home Phone ()	Work Phone ()	Email Address	

Background Information:

For any "Yes" response, attach a written explanation on 8 1/2" x 11" paper. Be sure to include the date of the violation. **DO NOT** explain on this application form. *If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application, if no further conviction(s) has occurred.

- a. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a crime other than parking or speeding violations?
(NOTE: Include all deferred judgments.)
- c. Yes ☐ No ☐ Do you currently have any criminal charges pending against you?
- d. Yes ☐ No ☐ PR ☐ Have you ever had a founded report of child abuse made against you?
- e. Yes ☐ No ☐ PR ☐ Have you ever had an educational license revoked or suspended?
- f. Yes ☐ No ☐ Are you a United States citizen? If you answered "No," check if you are:
- ☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
 - ☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
 - ☐ a foreign national not physically present in the United States.
 - ☐ other – Please provide a detailed explanation on a separate 8 ½ x 11 sheet of paper

Statement of Fraud:

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

Signature of Applicant

Date

SECTION II: To be completed by Administrator Evaluator.

Administrator Recommendation

☐ Administrator has completed a mentoring and induction program, has one full year of administrative experience, meets or exceeds all Iowa School Leadership Standards, and is recommended for a Professional Administrator License.

☐ Administrator is being recommended for a second-year extension before license decision is made. Please mark which standard(s) were not met.

☐ 1. Facilitates the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

☐ 2. Advocates, nurtures, and sustains a school culture and instructional program conducive to student learning and staff professional growth.

☐ 3. Ensures management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

☐ 4. Collaborates with families and community members, responds to diverse community interests and needs, and mobilizes community resources.

☐ 5. Acts with integrity, fairness, and in an ethical manner.

☐ 6. Understands, responds to, and influences the larger political, social, economic, legal, and cultural context.

☐ Administrator fails to meet the Iowa School Leadership Standards. (It is the responsibility of the superintendent to report to the Board of Educational Examiners the administrator's failure to meet the Iowa School Leadership Standards.)

Administrative Experience From (month) _____ 20____ Until (month) _____ 20____

One year of administrative experience during the term of an administrative license is also required to convert this license.

Evaluator's Signature

Evaluator's Folder Number

Date

Type or print name of evaluator

District